# Inspire, Hire, Train, Retain (IHTR)Key Takeaways

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| Hire |  |
| Recruitment | Focus on bona fide occupational requirementsPost in spaces where job seekers will find itUse a rubric to evaluate applications |
| Interviews | Use a rubric and multi-person panelKeep conversation to ability to perform the jobConsider your unconscious biases |
| Candidate selection | Focus on abilities, skills, and not “fit” or “feeling” |
| Train |  |
| Onboarding | Make it universally inclusiveOrganize policies and proceduresInclude mentorship |
| Accommodation | Create equal opportunities, access, and benefitsIncludes more than physical space accommodationsCan be requested at any time |
| Consults & Coaching | Available in the communityExpertise to help the employee and the team |
| Retain |  |
| Performance Management  | Communicate performance goals clearly and regularlyBe flexible and open to suggestions in your leadership style Differentiate between performance-related issues and disability-related needs |
| Career Development | Includes employees’ skills, experiences, needs, and goalsBe aware and supportive of new opportunities related to employees’ interestsTailor a training strategy |
| Strategy | Include with your IDEAA strategyConsider sociodemographic dataSet up supportive structures (mentoring, ERG) |

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For information and resources, visit: <https://hollandbloorview.ca/IHTR>

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